



GENERAL SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	GENERAL SERVICES, DEPARTMENT OF	RELEASE DATE:	Tuesday, June 18, 2013
POSITION TITLE:	Chief, Asset Management Branch, Real Estate Services Division	FINAL FILING DATE:	Tuesday, July 2, 2013
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	06182013_2

POSITION DESCRIPTION

The largest division within the Department of General Services (DGS) is the Real Estate Services Division (RESD). The Asset Management Branch (AMB) is one of five branches in the RESD. The AMB Chief is responsible for the development and management of a statewide program that provides asset management services and portfolio management for a complex and politically sensitive real estate portfolio on behalf of the Public Works Board (PWB) and State agencies and departments. The AMB Chief is also responsible for the department's Asset Enhancement and Surplus Sales program, long range facility planning function and providing an initial point of contact for clients and new project intake into the division, while applying the core values of DGS ---integrity, accountability, communication, excellence, innovation and teamwork.

The predecessor offices to the AMB were from portions of the Office of Real Estate and Design Services (OREDS) and the Office of Project Development and Management (OPDM). AMB and its predecessors have completed over \$500 Million in asset enhancement sales and have been responsible for long range planning in 13 geographic regions which have led to several major office building and consolidation projects valued at over \$1 billion.

AMB's mission is to achieve the comprehensive planned management of the State's diverse portfolio of real estate to ensure optimum use for the State's operations and maximum value from the excess. This is accomplished through its asset and portfolio management functions, asset enhancement and surplus sales processes and regional facility planning function. In addition, the AMB Branch serves as the initial point of contact for customers seeking RESD's vast array of real estate services and AMB will work proactively with large customers to anticipate their real estate needs.

In its evolving role as RESD's "operations branch", AMB will monitor all projects within the division and will follow up on projects that are out of scope, schedule or budget with the service providing branch (es). AMB will also have responsibility to provide recommendations regarding preferred alternatives for new projects, maximizing the use of State owned office space and reporting improved space utilization opportunities to State tenant agencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience at the managerial level in leadership of a large, multi-functional organization working with professional and administrative staff.
- Experience at the managerial level applying the principles and practices of real estate management.
- Experience at the managerial level integrating the activities of a diverse program to attain common goals.
- Experience at the managerial level evaluating Branch and/or Divisional issues, considering overall implications, and developing policy recommendations.
- Experience at the managerial level in conflict resolution associated with disagreements between and/or among multiple external stakeholders at various levels.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Asset Management Branch, Real Estate Services Division**, with the **GENERAL SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed below, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Applications (Form 678), resumes and Statements of Qualifications must be received by 5:00 PM on the final filing date. The examination title must be indicated on the application. FAXED or EMAILED APPLICATIONS, RESUMES, AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

Interested applicants must submit:

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

GENERAL SERVICES, DEPARTMENT OF, OFFICE OF HUMAN RESOURCES, TESTING
UNIT
707 THIRD STREET, 7TH FLOOR, WEST SACRAMENTO, CA 95605
STEVE BAKER | 916 376 5400 | steve.baker@dgs.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of

the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The GENERAL SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)